



February 4, 2004

Reply to Attn of: 106

TO: NASA Langley Research Center Employees
FROM: 106/Center Director
SUBJECT: Sexual Harassment Policy

NASA Langley Research Center is committed to preventing and stopping sexual harassment and associated retaliatory behavior. The accomplishment of this goal is essential to the mission of NASA and the Center. Therefore, sexual harassment will not be tolerated under any circumstances. Further, no person shall be subject to reprisal for using or participating in any procedure to resolve complaints of sexual harassment, or for using or participating in a formal grievance process.

LaRC is committed to creating and maintaining a community in which all persons who participate in Center programs and activities can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Specifically, every member of the Center community should be aware that I am strongly opposed to sexual harassment and that such behavior is prohibited both by law and by NASA policy. As the Center Director, I will take action to prevent, correct, and, if necessary, discipline behavior that violates this policy.

Sexual harassment is illegal under both federal and state law. Sexual harassment is inconsistent with the commitment to excellence that characterizes our activities. Sexual harassment is not acceptable on the Center or during events and programs off-Center sponsored by NASA or related to Center business. All Center employees are expected to reflect in their daily performance their commitment to ensuring a work environment free from sexual harassment.

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or

b) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment; or

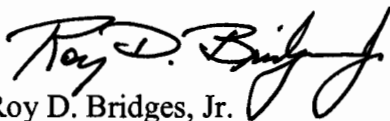
c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A determination of whether conduct constitutes sexual harassment is assessed from the point of view of a reasonable person in the complainant's position, taking into account the record of the incident as a whole and the severity and pervasiveness of the conduct. If you believe that you have been harassed, you are encouraged to seek assistance from your immediate supervisor, the Office of Equal Opportunity Programs (OEOP), or the Office of Human Resources. If necessary, you may initiate an informal or formal discrimination complaint. While we recognize that individuals with complaints of sexual harassment may want the matter to remain confidential, confidentiality can only be guaranteed to the extent possible, because it may be necessary to reveal certain information to conduct an effective investigation. I will hold managers and supervisors accountable who fail to promptly investigate complaints of sexual harassment and who fail to appropriately discipline individuals engaging in sexual harassment.

You have an absolute right to speak up if you feel you are the subject of sexual harassment. In addition, the other avenues described above are available to you. Everyone observing inappropriate behavior has an obligation to ensure that it does not continue.

If you wish to obtain more information about the prevention of sexual harassment, you may find the following websites helpful: <http://oeop.larc.nasa.gov> or <http://www.eeoc.gov>. OEOP also has a collection of videos on the prevention of sexual harassment and is available to present training to any organization at the Center.

Be proactive. All of us -- managers, supervisors and employees -- are responsible for ensuring that our work environment is free of sexual harassment.


Roy D. Bridges, Jr.